

**Faculty of Engineering and Physical Sciences****Undergraduate Admissions Policy 2020**

This document outlines the Faculty of Engineering and Physical Sciences Admissions Policy for 2020 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the [University of Leeds Undergraduate Admissions Policy](#) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Faculty of Engineering and Physical Sciences Admissions Policy applies to the following courses:

Programme	UCAS Code
Actuarial Mathematics (BSc)	NG31
Aeronautical and Aerospace Engineering (MEng, BEng)	H410
Aeronautical and Aerospace Engineering (BEng)	H415
Architectural Engineering (MEng, BEng)	HK21
Architectural Engineering (BEng)	HK26
Architecture (MEng, BEng)	K1H2
Automotive Engineering (MEng, BEng)	H330
Automotive Engineering (BEng)	H335
Aviation Technology with Pilot Studies and Management (BEng)	H641
Business Management and Mathematics (BSc)	GN12
Chemical and Energy Engineering (MEng, BEng)	H801
Chemical and Energy Engineering (BEng)	H806
Chemical and Materials Engineering (MEng, BEng)	HJ85
Chemical and Materials Engineering (BEng)	HJ90
Chemical and Nuclear Engineering (MEng, BEng)	H891
Chemical and Nuclear Engineering (BEng)	H896
Chemical Engineering (MEng, BEng)	H800
Chemical Engineering (BEng)	H805

Programme	UCAS Code
Chemistry (BSc)	F100
Chemistry (MChem, BSc)	F103
Chemistry with a Year in Industry (MChem, BSc)	F105
Chemistry with Study Abroad (MChem, BSc)	F107
Chemistry and Mathematics (BSc)	FG11
Chemistry and Mathematics (MChem, BSc)	F1GC
Civil Engineering (MEng, BEng)	H204
Civil Engineering (BEng)	H203
Civil and Environmental Engineering (MEng, BEng)	H291
Civil and Environmental Engineering (BEng)	H296
Civil and Structural Engineering (MEng, BEng)	H200
Civil and Structural Engineering (BEng)	H205
Civil Engineering with Project Management (MEng, BEng)	H2N2
Civil Engineering with Project Management (BEng)	H2N7
Civil Engineering with Transport (MEng, BEng)	H202
Civil Engineering with Transport (BEng)	H201
Computer Science (MEng, BSc)	G402
Computer Science (BSc)	G400
Computer Science (Digital and Technology Solutions) (BSc)	G404
Computer Science with Artificial Intelligence (MEng, BSc)	G702
Computer Science with Artificial Intelligence (BSc)	G700
Computer Science with High-Performance Graphics and Games Engineering (MEng, BSc)	IK68
Computer Science with Mathematics (BSc)	G4G1
Economics and Mathematics (BSc)	GL11
Electronics and Computer Engineering (MEng, BEng)	H6B8
Electronics and Computer Engineering (BEng)	H6B7

Programme	UCAS Code
Electronic and Communications Engineering (MEng, BEng)	H640
Electronic and Communications Engineering (BEng)	H645
Electronic and Electrical Engineering (MEng, BEng)	H600
Electronic and Electrical Engineering (BEng)	H605
Electronic Engineering (MEng)	H610
Electronics and Renewable Energy Systems (MEng)	H631
Financial Mathematics (BSc)	G1N3
Mathematics (BSc)	G100
Mathematics (MMath, BSc)	G101
Mathematics and Music (BSc)	GW13
Mathematics and Statistics (BSc)	GG13
Mathematics and Statistics (MMath, BSc)	GG1H
Mechanical Engineering (MEng, BEng)	H300
Mechanical Engineering (BEng)	H305
Mechatronics and Robotics (MEng, BEng)	HH36
Mechatronics and Robotics (BEng)	HH41
Medical Engineering (MEng, BEng)	HHH6
Medical Engineering (BEng)	HHH1
Medicinal Chemistry (BSc)	F150
Medicinal Chemistry (MChem, BSc)	F153
Medicinal Chemistry with a Year in Industry (MChem, BSc)	F154
Medicinal Chemistry with Study Abroad (MChem, BSc)	F156
Natural Sciences (BSc)	BCF1
Natural Sciences (MNatSci, BSc)	BCF0
Physics (BSc)	F300
Physics (MPhys, BSc)	F302

Programme	UCAS Code
Physics with Astrophysics (BSc)	F3F5
Physics with Astrophysics (MPhys, BSc)	F3FM
Product Design (MDes, BSc)	H790
Product Design (BSc)	H795
Theoretical Physics (BSc)	F3K0
Theoretical Physics (MPhys, BSc)	F340

1. Principles

The Faculty of Engineering and Physical Sciences ensures that the selection process provides due consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Applications will be considered holistically and contextual factors, such as educational or socio-economic background, may be considered in this process.

2. Selection principles

The Faculty of Engineering and Physical Sciences will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender reassignment; pregnancy or maternity status; race; religion or belief; or sexual orientation. The Faculty of Engineering and Physical Sciences is committed to developing a socially and culturally diverse student community and therefore encourages applications from all backgrounds, and utilises contextual data within the decision-making process.

The University operates a policy of Dignity and Mutual Respect, which all staff, students and third parties, including prospective students, are expected to abide by. The University reserves the right to withdraw an application if behaviours are deemed to have contravened this policy. This policy can be found within the [Equality Policy Unit's](#) webpages.

3. Application process

3.1 How to apply

All full-time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15th January.

The Faculty of Engineering and Physical Sciences may accept applications after the initial UCAS closing date however it is recommended that an application is made before the 15th January deadline where possible as we cannot guarantee late applications will be accepted/considered. The Faculty of Engineering and Physical Sciences usually participates in the UCAS Extra scheme.

3.2 Widening Participation

The Faculty of Engineering and Physical Sciences is committed to developing a diverse student community and our admissions processes are implemented in line with both University policy and the Access and Participation Plan, which sets out our strategy and objectives in relation to widening participation.

3.2.1 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two or more of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
- Attends, or has attended, a school which achieved less than the national average Attainment 8 score at GCSE
- Studies disrupted by circumstances in their personal, social or domestic lives
- Live in a geographical area with low levels of progression onto higher education
- Living or grew up in public care.

Access to Leeds applicants receive special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice as well as:

- a reduction of two A Level grades (across two of three A levels, if taken), OR
- an equivalent reduction where alternative qualifications are offered.

(any specific subjects required for a course will still be included in any offer made and may not receive a reduction)

Access to Leeds students are eligible for consideration for an Access to Leeds offer if they meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least a GCSE grade C/4 (or equivalent) in the requested subject area, although many applicants to highly selective courses present with higher than the minimum GCSE requirements. Please see the [Access to Leeds webpage](#) for more information.

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

Applicants who do not meet the standard entry criteria for an offer but are Access to Leeds eligible will be considered for an offer that is "Access to Leeds only" and require successful completion of the Access to Leeds module and making the University of Leeds their firm choice in order to have their place

confirmed. Such applicants must meet the University's GCSE matriculation standard and, for courses which require particular subject skills, have gained at least GCSE grade C/4 (or equivalent) in the requested subject area.

The Access to Leeds scheme is not appropriate for applicants who already hold a Higher Education qualification or those taking an Access to Higher Education or foundation qualification.

3.3 Deferred applications/ gap year

The Faculty of Engineering and Physical Sciences will accept applications for deferred entry subject to course availability. We welcome applications from applicants who are intending to undertake a gap year. We encourage such applicants to make use of the personal statement section of the application form to explain their reasons for taking a gap year.

Applicants who wish to defer following the submission of their application may be required to do so prior to the confirmation of a place. Please contact the school admissions team for details. English language qualifications must also be valid at the revised start date.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, they must reapply and contact the school admissions team.

3.4 Re-sits/ re-applications

The Faculty of Engineering and Physical Sciences will accept applications from applicants who have re-submitted applications and/or re-sat examinations.

Applicants who wish to reapply should contact the relevant School prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

3.5 Early examinations

The Faculty of Engineering and Physical Sciences recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting. If this has not been the case, then we advise the school provides further information as to reasons for this within the academic reference section of the application form.

3.6 Listing qualifications

Applicants should ensure that all qualifications and grades are listed clearly on the relevant section of the application form. This allows admissions staff to gain an

understanding of the applicant's full profile and make a holistic decision on the application.

We recognise that many A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds. In most cases, AS levels do not form part of our entry requirements in the Faculty of Engineering and Physical Sciences.

3.7 Internal transfers

The Faculty of Engineering and Physical Sciences will accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Applicants are required to make a formal request via email to the Admissions Team, using the contact details in section 8.2. The request should include the following information:

- Current programme of study
- Grades obtained on current programme of study
- Other qualifications held e.g. A Levels and GCSEs
- Reason for request to transfer
- Interest in and knowledge of the subject area and degree programme

Transfer applicants may be interviewed and, depending on the time of year, may be required to complete their current year to a specified level. Applicants will be given an offer letter which clearly sets out any conditions relating to an offer of a place.

3.8 External transfers

The Faculty of Engineering and Physical Sciences may accept applications from applicants who wish to transfer onto one of our courses from other institutions, providing places are available. Applicants are expected to meet the standard academic entry requirements and will be considered on a case-by-case basis.

3.9 Advanced Entry

The Faculty of Engineering and Physical Sciences may accept applications from applicants who are seeking entry to the second year, providing places are available. All applications must be made through UCAS ideally by 15th January, as we cannot guarantee that late applications will be accepted/considered. To be eligible the applicant must demonstrate:

- They meet published first year entry requirements
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met
- Achieve a minimum % average in the first year study

Any decision on the eligibility of applications for advanced entry is an academic judgement. Due to the limited nature of places, the Faculty may take into account a wide variety of factors which include, but are not limited to, actual academic performance to date, personal statement and references in order to differentiate between applicants.

Entry to the third year is not generally possible. Applicants wishing to apply for entry to year 3 are advised to contact the relevant School Admissions contact.

Further details of the University's policy can be found [on our webpage](#).

3.10 Former students of the University

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry (see 3.9 above).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical (may differ for some programmes). Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition. When assessing applications from former students all relevant factors will be considered, including previous study, and applications will be considered on a case by case basis. All candidates are advised to contact the school prior to making an application.

Applications from candidates who have been permanently excluded (expelled) from the University for disciplinary reasons, those who have been excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected. Applicants should contact the school for further information.

Applicants who require a Tier 4 (General) Student Visa and have previously studied at the University under Tier 4 sponsorship will be subject to academic progression checks to ensure UKVI compliance. Please see section 3.14 for further information.

3.11 Joint Honours applications

The University of Leeds offers the most varied selection of two-subject degrees in the country. For the current range of Joint Honours courses offered within the Faculty of Engineering and Physical Sciences, please refer to [Coursefinder webpage](#) for further information and entry requirements.

3.12 Extended degrees

Where applicants do not have the formal qualifications for immediate entry to a degree course, progression may be possible through one of the University's extended degrees with foundation year. Please see the [Lifelong Learning Centre website](#) for details.

3.13 English language requirements

Teaching, assessment and student support will take place in English, unless otherwise stated. For this reason the University and the academic school must be confident that candidates have the proficiency in English language necessary to succeed on the chosen course and that, where relevant, they meet the UKVI minimum requirements to obtain a Tier 4 visa.

Proof of English Language proficiency will be required and minimum levels and approved tests for the Faculty of Engineering and Physical Sciences are detailed below:

- GCSE: Grade C/4 or above

- IELTS: 6.0 overall with at least 5.5 in each component of listening, reading, speaking and writing
- TOEFL: Internet based test: 87 overall with at least 20 in listening and reading, 22 in speaking and 21 in writing.

Please note that some courses may require higher scores.

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants may require an additional English language qualification to gain entry to the University of Leeds. Such applicants will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-sessional English language courses. A list of applicants who are not required to undertake further English language tests can be found in appendix B of the University's undergraduate admissions policy.

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies.

3.14 CAS statement, ATAS and Tier 4 visa

Applicants who require a Tier 4 (General) Student Visa and have previously studied in the UK will need to provide documentary evidence detailing any periods of study on a Tier 4 (General) Student Visa (or on a Student Visa if the study in the UK was before 2009) in order for the University to be able to carry out checks to ensure compliance with the UKVI's Points Based System. Applicants are encouraged to include documents such as previous CAS, copies of passport pages containing visas or copies of Biometric Residence Permits with their application to assist in processing. Any information that is not included in the application will be requested when the application is considered, or the University may need to request the applicant's permission to check their UK immigration history directly with the UKVI.

Please note where the UKVI allows exceptions to its policy, the University reserves the right to make its own assessment on whether these are applied.

Applicants from outside the European Economic Area may require an Academic Technology Approval Scheme (ATAS) certificate in order to undertake postgraduate study in certain subject areas within Engineering and Physical Sciences. Those who require ATAS clearance must obtain the ATAS certificate before applying for the Tier 4 visa. More information about **ATAS** can be found on the University website. If an ATAS certificate is required this will be clear on the programme's **Coursefinder webpage** and on the offer letter. Students are encouraged submit an ATAS application as early as possible (at least 6 weeks before they intend to apply for a visa).

For more information please visit the **Visas and Immigration** section of the University website.

Overseas applicants and applicants from non-EU countries who require sponsorship to study in the UK should note that the University does not sponsor candidates for part-time courses as standard practice.

3.15 Mature applicants

Mature students, those who will be over 21 at the point of entry, wishing to study on a full-time basis should apply using standard application procedure (see section

3.1). Applicants are assessed on the basis of their application form, as detailed in section 4. An interview and/or piece of assessed written work/test may also be required as part of the entry process.

Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory courses for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. For further details, contact lifelonglearning@leeds.ac.uk, phone 0113 343 3212 or see www.llc.leeds.ac.uk.

3.16 Part-time applicants

The Faculty of Engineering and Physical Sciences does not offer courses on a part-time basis.

3.17 Age and Safeguarding

The University recognises that someone's age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see the University [Safeguarding Policy](#).

UKVI guidance states that under Tier 4 (General), students must be 16 or over. Accordingly, the University cannot assign a CAS for anyone under 16, and those reliant on a Tier 4 (General) visa must be aged 16 or over in order to be considered for sponsorship.

Where an applicant would be under 18 at the commencement of studies, a risk assessment will be undertaken by the Faculty at the point of application and additional conditions may be included in any offer of a place, full details of which will be sent to applicants with their offer letter.

Additional conditions will include, but are not limited to, the completion and return of a parental/guardian consent form and agreement to engage fully with any enhanced levels of training and supervision during normal working hours.

3.18 Disabled applicants

The Faculty of Engineering and Physical Sciences welcomes applications from disabled people¹. The University will make reasonable adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering an applicant's academic eligibility for their chosen course. It is reviewed in order to identify any potential study-related support requirements, and the eligibility for disability-related support funding, so that the University can ensure the applicant is supported effectively on the course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability so that reasonable adjustments and/or other support requirements can be made/considered. The University will always aim to make appropriate adjustments for disabled applicants.

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact on that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

However, applicants who choose not to declare their disability should be aware that, without the knowledge it may be more difficult, or in rare cases impossible, for the University to provide support and/or make the reasonable adjustments. Disabled applicants are also advised to contact the University's Disability Services team (part of the University's Student Education Service) once an application has been submitted, to discuss any support requirements they may have in relation to the course for which they have applied. Disability Services can be contacted at disability@leeds.ac.uk.

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.15 of the [University's Undergraduate admissions policy](#).

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the [University's Equality Policy Unit](#).

3.19 Applicants with a health-related issue or other mitigating circumstances

The University of Leeds [Undergraduate Admissions Policy](#) details our policy concerning applicants with a health related issue or additional support needs. The School sees health-related issues² as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

If a candidate feels that any disability, prior ill-health –or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) –may have affected their **previous** education, or may have affected the grades they received in past examinations, then they are welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances.

Where these circumstances are affecting or have affected **current** studies the correct course of action would be to notify the relevant exam board of the circumstances. Whilst the applicant is welcome to notify (via a verified statement) the relevant admissions office of the circumstances, the University will assume that the relevant exam board will take the circumstances into consideration and any mitigating circumstances have been taken into account in the final grades. These final grades are what will be used when making a decision.

3.20 Guidance for trans applicants

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a course of study but require their status to be changed should contact study@leeds.ac.uk and the team will be able to support the applicant through the process. The University will be required to carry out identity checks as part of the registration process, and/or taught admissions staff may be required to advise the relevant Faculty Admissions Manager of a status change in order to facilitate removal of any previous documentation. This process will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

² Which are not classed as a disability.

3.21 Support of applicants who are pregnant

In line with the University policy on support for students who are pregnant or have young children (available from the [Equality Policy Unit website](#)), applicants who are pregnant are advised to inform their Admissions Tutor/Officer at an early stage. This is so that consideration can be given to appropriate support being available from the start of their course.

3.22 Criminal convictions

The University has a [policy statement on students with criminal records](#). This policy includes applicants seeking admission. It should be noted that if an applicant or offer-holder is required to disclose a criminal offence and fails to do so this will generally be considered a very serious matter and is likely to lead to their application being rejected, their offer being withdrawn or, if they have registered as a student, to their registration at the University being revoked. Having a prior criminal record will not necessarily prevent an applicant from joining the University; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The University may request further information about the nature or context of an applicant or offer-holder's criminal record.

The University will ask applicants to declare a relevant unspent criminal conviction as part of the process of accepting an offer which is made. Information about why this information is requested, and the process for disclosing a relevant unspent criminal conviction can be found on the policy statement above and at www.leeds.ac.uk/declaration.

Section 4: Admissions requirements

4.1 Admissions intake

The typical annual intake through UCAS for the Faculty of Engineering and Physical Sciences is 1300. The number of applications we receive is in excess of the number of places available. The figure given is for home students, and those from the European Union. International fee-paying students are considered separately and are not included in this figure.

4.2 Competition for places

Courses within the Faculty of Engineering and Physical Sciences are generally very popular and we receive a high volume of applications for the places available. Most of our applicants have an excellent academic record, typically matching or exceeding the entry requirements.

4.3 Selection process

All applications must be made online through the Universities and Colleges Admissions Service (www.ucas.com). Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we consider will enable them to become successful students on our degree courses. Applicants will be considered holistically to ascertain the likelihood of them benefitting from academic opportunities offered at the University, and their potential to succeed on

their chosen course. Contextual factors, such as educational or socio-economic background, may be considered in this process.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; sex; gender reassignment; pregnancy or maternity status; race; religion or belief; or sexual orientation.

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the [Equality Policy Unit website](#).

4.4 Academic entrance requirements

The Faculty of Engineering and Physical Sciences welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course.

Please see [Coursefinder](#) for the course list, typical entry requirements, and accepted qualifications. The Faculty of Engineering and Physical Sciences formulates offers based on the profile presented and holistic consideration of the individual. Requirements may vary from the minimum/guideline qualification equivalencies set out in Appendix A of the University Admissions Policy to ensure candidates are suitably prepared for study on their chosen course.

The Faculty is committed to developing a socially and culturally diverse community and therefore encourages applications from all backgrounds, and utilises contextual data within the offer making process. Information on our international qualification requirements can be found on the entry requirements section of our programmes on our [Coursefinder webpage](#). Information for international applicants can be found on the University of [Leeds International Students webpages](#).

Applicants for Physics or Engineering who are unable to supplement their current study with A Level Maths, may be invited for an interview that includes a Mathematics, Physics and/or Mechanics test dependant on programme. This is because we need to be sure that applicants have the required skillset, including a certain level of Mathematical literacy to ensure success on our courses.

Where an A Level Science subject is taken, we require a pass in the practical science element, alongside the achievement of the A Level at the stated grade. If an applicant is unable to undertake the science practical due to exceptional circumstances, please contact the relevant school for further advice prior to application.

We recognise the value, effort and enthusiasm applicants make in the Extended Project and may include it as part of an alternative conditional offer. This does not apply to programmes in all Schools – please check the entry requirements detailed on our [webpages](#).

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

The Faculty of Engineering and Physical Sciences may accept Level 2 Functional Skills English in lieu of GCSE English however it is recommended that the applicant contact the School before applying.

4.5 Personal statement advice

The personal statement of the application form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the academic subject. We wish to hear about why applicants are interested in the field, any relevant work or other experience, details of any particular skills, interests or attributes they have which will demonstrate their aptitude, motivation and interest in the subject area. Career aspirations also interest us.

Where applications show similar academic achievements and predicted grades, we may use the personal statement and reference in order to differentiate between applicants.

4.6 Interviews

Certain courses within the Faculty of Engineering and Physical Sciences require an interview as part of the selection process. Please see sections below for further details.

For courses where interviews form part of our selection process, applicants must attend in order to be considered for an offer. This includes where applicants need to take part in a diagnostic test as per section 4.6.1 and 4.6.2. In the case of either an interview, and/or a diagnostic test, further details will be provided to applicants when they apply. These exercises allow us to assess how the applicant's current studies prepare them for the Leeds curriculum, the applicant's suitability for the course, and their potential to succeed.

In some cases, applicants may be invited for an interview, either to clarify issues that may not be clear from an application, for applicants who have been away from education for some time, or for applicants whose qualifications need further assessment.

Some applicants, such as those who are disabled or those who are pregnant may require adjustments to their interview (for example, a sign-language interpreter or an adjustment to an audition process) to provide them with full and equal access to the process. The Faculty is responsible for making reasonable adjustments where possible. The University's Disability Services team should be consulted for further advice or information regarding disability related adjustments (email disability@leeds.ac.uk) and the Equality Policy Unit for advice on other adjustments (email equality@leeds.ac.uk).

4.6.1 Applicants without A Level Maths

As per section 4.4, applicants who are unable to supplement their current study with A Level Maths may be invited to a diagnostic Mathematics/Mechanics and/or Physics test and where appropriate, an interview. The combination of performance in the test and interview (if offered) will be used, alongside the information on the UCAS form when we consider whether to make an applicant an offer. If applicants are invited to a diagnostic test, it is essential that they attend. If applicants do not attend when invited, then their application will not be considered any further and will be rejected. If applicants are unable to attend for any reason, they must let us know as soon as possible.

4.6.2 Courses with different admissions arrangements

Some programmes have slightly different admissions arrangements either because of their competitive nature, or partnership with a third party. These each have an admissions statement published on Coursefinder that must be read before application. Please also see the Appendices below for further information;

Appendix 1 - Admissions for our Degree in Computer Science (Digital & Technology Solutions)

Appendix 2 - Admissions to programmes within the School of Computing

Appendix 3 - Admissions to programmes within the School of Mechanical Engineering

Appendix 4 – Admissions to programmes within the School of Chemistry

Appendix 5 - Admissions to programmes within the School of Mathematics

Appendix 6 - Admissions to programmes within the School of Physics and Astronomy

4.7 References

The reference section of the application is carefully considered by the Faculty of Engineering and Physical Sciences and is an important part of the selection process. Details of any extenuating circumstances should be highlighted in the reference. There is more information on writing the reference available via [UCAS](#).

Section 5: Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant course. Offers are made based on the information supplied on the application form and performance at interview where applicable (see section above). The University of Leeds [Undergraduate Admissions Policy](#) gives further detail on the type of offers that are made.

5.1 Confirmation

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application, even if the offer is deferred for entry to the following application year. Applicants whose results will not be sent to the University via UCAS are encouraged to send evidence of their results to the school admissions office as soon as possible.

We do not routinely award places to students who have not met their offer conditions as our courses are heavily over-subscribed. However, in certain cases and entirely at our discretion, it may be possible to offer places to students who have narrowly missed the conditions of their offer. Where an interview formed part of the selection for a place, and an applicant has missed their offer conditions, we

may use information from the interview to distinguish between similar near-miss candidates where places are available.

5.2 Course start date and arrival

University teaching periods can be found on the [University's Almanac](#) and in all offer letters, however students may be expected to arrive prior to this date in order to undertake key induction activity. The University reserves the right to refuse admission to those offer holders who arrive after the required start date. Should there be any possibility of a delay to arrival, offer holders should seek advice from the relevant School before travelling.

5.3 Re-marks

The Faculty of Engineering and Physical Sciences may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, however applicants may be offered a deferred place or asked to reapply. Please contact the individual School to discuss this.

5.4 Deferred applicants

Where a deferred applicant does not meet the conditions of their offer they may not have their place confirmed. As per section 5.1, we do not routinely award places to students who have not met their offer conditions, so decisions will be made on a case by case basis.

Applicants accepted during this cycle's confirmation and clearing period, who do not meet the published entry requirements, may not be eligible to defer their place to the following academic year. Please contact the individual School to discuss this.

5.5 Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. Where the applications we receive show very similar academic achievements and predictions, we may use the personal statement and reference in order to differentiate between applicants. The application forms of applicants who are unsuccessful in gaining a place on their chosen course may be passed to the admissions teams for other courses in which the applicant may be interested.

5.6 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing via email to the relevant Admissions contact and signed by the applicant or from the email address listed on their application form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

5.7 Complaints

The Faculty of Engineering and Physical Sciences will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds [Undergraduate Admissions Policy](#).

Applicants who wish to discuss an admissions matter or are seeking feedback are advised to talk to the relevant admissions contact or Admissions Tutor in the first instance. If an applicant is not satisfied with the response they should write to the Faculty Admissions Manager via email detailing the nature of their complaint, normally within 14 days of the decision.

Complaints made on behalf of an applicant cannot usually be processed and therefore applicants are advised to contact the Admissions Manager directly wherever possible. Full details of the complaints procedure can be found in the University of Leeds [Undergraduate Admissions Policy](#).

Section 6: Opportunities to visit

6.1 University open days

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our [open day webpage](#).

6.2 Applicant visit days

The majority of our UK based applicants are invited to attend an applicant day. The purpose of the applicant day is to enable applicants to familiarise themselves with the School and the programme of study in order that they are able to make an informed choice. These days are more in-depth than the general University Open Days, so we strongly encourage attendance. Applicants who live outside the UK are not routinely invited, but are more than welcome to attend such events. We ask applicants to contact us if they are thinking of visiting the UK and we can arrange for them to attend one of our applicant days.

Generally attendance is not compulsory and does not form part of the selection process. However, where an interview or assessment will form part of this day, attendance is compulsory and applicants will be informed in advance, as per section 4.6. For applicants not based in the UK, a Skype/telephone interview will be offered where applicable.

Section 7: Scholarships & funding

The University of Leeds currently offers a wide range of scholarships and bursaries that provide funding for students to undertake undergraduate study at the University. Further details can be found on our [webpages](#).

The Faculty of Engineering and Physical Sciences also offers scholarships and bursaries for both Home/EU applicants and International students. Details can be found on our [course pages](#).

For scholarships awarded on the basis of academic achievement, eligibility will be determined by the entry requirements and qualification equivalencies for the programme applied to, so may differ between Schools and courses – please check our course listings and scholarship page for further information on these.

Section 8: Contact details

8.1 General pre-application enquiries

For general enquiries and information relating to courses and admission to the University of Leeds, applicants should contact the Admissions Enquiries Team

Admissions Enquiries

Telephone - +44 (0) 113 343 2336

Email - study@leeds.ac.uk

Web – www.leeds.ac.uk/undergraduate

8.2 Post-application enquiries

Admissions enquiries specific to the Faculty of Engineering and Physical Sciences should be directed to the relevant Admissions staff.

School	Admissions Contact Details
Civil Engineering	E: ugcivil@leeds.ac.uk T: +44 (0)113 343 2262
Chemical and Process Engineering	E: ugchemical@leeds.ac.uk T: +44 (0)113 343 6542
Computing	E: ugcomp@leeds.ac.uk T: +44 (0)113 343 5440
Electronic & Electrical Engineering	E: ugelec@leeds.ac.uk T: +44 (0)113 343 2012
Mechanical Engineering	E: ugmech@leeds.ac.uk T: +44 (0)113 343 2116
Chemistry	E: admissions@chem.leeds.ac.uk T: +44 (0)113 343 6440
Mathematics	E: maths.admiss@leeds.ac.uk T: +44 (0)113 343 5131/5133
Physics and Astronomy	E: physics.admissions@leeds.ac.uk T: +44 (0)113 343 3881
Faculty Admissions Manager (Engineering)	Becky Whitaker E: r.j.whitaker@leeds.ac.uk T: +44 (0)113 343 7872
Faculty Admissions Manager (Physical Sciences)	Helen Linyard E: h.e.linyard@leeds.ac.uk T: +44 (0)113 343 6552

Updated by Becky Whitaker and Helen Linyard, May 2019

Last updated by Anya Wright, October 2019

Date of amendment	Change detail	Section
01/10/2019	Update to Access to Leeds eligibility criteria	3.2.1
02/10/2019	Amendment to School of Chemistry interview process	Appendix 4

Appendix 1

Applicants for our Degree in Computer Science (Digital & Technology Solutions)

Applicants for this four-year degree apprenticeship with PwC will follow the PwC recruitment process. This will include a range of assessment activities to enable us to determine suitable candidates. Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, applications may be held until all assessment activities have finished before a decision is made. Applications that are received before the 15 January deadline set by UCAS are guaranteed equal consideration. For applications that are submitted by this date, the final deadline by which applicants will receive a decision is 6 May, but in practice we aim to inform candidates of the outcome in advance of this date.

Appendix 2

Admissions to programmes within the School of Computing

Due to the competitive nature of these courses, the admissions team may take into account a wide variety of factors which include, but are not limited to, academic performance to date and predicted results for qualifications currently being studied when assessing applications. Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, some applications may be held until May before a decision is made.

Applications that are received before the January deadline set by UCAS are guaranteed equal consideration. For applications that are submitted by 15 January, the final deadline by which applicants will receive a decision is 6 May. Most decisions are made well before this date, but we monitor the number of offers we make carefully and may hold some applications until later in the cycle.

Where the applications we receive show very similar academic achievements and predictions, we may use the personal statement and reference in order to differentiate between applicants. The criteria for assessment will include:

- Examples of enthusiasm for Computing
- Demonstration of an understanding of the programme
- Work experience and responsible roles applicants have adopted
- Evidence of thinking, problem-solving and technical understanding
- Demonstration of independent learning and teamwork skills

The School of Computing may make suitable candidates a lower offer (usually AAB or equivalent) where they can demonstrate interest and aptitude for the subject via their UCAS form. We may take into account a range of contextual factors, and this may also depend on the number of places available.

Please note that the minimum entry requirement for BTEC and Access to HE applicants in the School of Computing remain at the published level and will not be lowered. This is to ensure adequate preparation for success on our programmes.

Please note that this ranged offer applies only to specific programmes in the School of Computing.

Appendix 3

Admissions to programmes within the School of Mechanical Engineering

Due to the competitive nature of these courses, we can only consider applicants that are predicted to achieve (or have already achieved) our entry requirements in full. The admissions team takes into account a wide variety of factors which include, but are not limited to, academic performance to date and predicted results for qualifications currently being studied. Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, some applications may be held until May before a decision is made.

Applications that are received before the January deadline set by UCAS are guaranteed equal consideration. For applications that are submitted by 15 January, the final deadline by which applicants will receive a decision is 6 May. Most decisions are made well before this date, but we monitor the number of offers we make carefully and may hold some applications until later in the cycle.

Where the applications we receive show very similar academic achievements and predictions, we may use the personal statement and reference in order to differentiate between applicants. The criteria for assessment will include:

- Examples of enthusiasm for engineering
- Demonstration of an understanding of the programme
- Work experience and responsible roles applicants have adopted
- Evidence of thinking, problem solving and technical understanding
- Demonstration of independent learning and teamwork skills.

Appendix 4

Admissions to programmes within the School of Chemistry

Natural Sciences

UK based applicants will normally be invited to attend an Applicant Day. During the visit applicants will have the opportunity to see the University and relevant Schools and to talk with staff and students. An interview with an academic will form part of this process. It is our policy not to make an offer without an interview for Natural Sciences.

Our research shows that candidates find our interviews a useful, informative and interesting experience, which is why we do them.

Telephone or Skype interviews may be arranged for candidates unable to attend an Applicant Day.

Applicants who meet our qualifying criteria will receive an invitation and information on how to book a place on one of our Applicant Days. If you do not engage with our communications relating to interviews your application may be withdrawn.

Appendix 5

Admissions to Programmes within the School of Mathematics

Applicants are generally not required to attend an interview. However, where applicants are unable to supplement their current study with A-Level Maths, it may be necessary to interview as part of the selection procedure. The interview will allow us to assess the applicant's suitability for the course and potential to succeed. There are usually two members of staff present at the interview, and the interview will last approximately 30 minutes. Candidates may also be asked to sit a 90 minute Maths Test, covering the core A-Level Mathematics syllabus, in order to assess their current competence with standard A-Level material. Applicants will also have the opportunity to look around the School.

If applicable, applicants will receive a written invitation from the School to attend an interview and will be informed in advance if they will be required to sit a test as part of the interview day.

Appendix 6

Admissions to Programmes within the School of Physics and Astronomy

UK based applicants will normally be invited to attend an Applicant Day. During the visit applicants will have the opportunity to see the University and School and to talk with staff and students. An informal interview with an academic will normally form part of this process.

Our research shows that candidates find our interviews a useful, informative and interesting experience, which is why we do them. However, an applicant's performance in the interview will not influence the likelihood of us making an offer nor change the conditions of the offer itself.

If applicants are invited to an interview, but are unable to attend, then we ask them to let us know via the booking form, and we will make an offer as soon as possible. Offers for applicants who have not been in contact with us may be delayed. Telephone or Skype interviews may also be arranged for candidates unable to attend an Applicant Day.

Applicants who are unable to supplement their current study with A-Level Maths, may be invited for an interview that includes a diagnostic Mathematics and/or Physics test. Please see section 4.6.1 above.

Applicants who meet our qualifying criteria will receive an invitation and information on how to book a place on one of our Applicant Days